

TRANSFER YOUR PORTFOLIO TO A NEW SITE

If you created your Portfolio through a specific school or agency, and need to transfer that portfolio to a new site (such as from a high school to a college), it is very simple to do. However, the site you are transferring to must have an active AKCIS account.

Transferring Portfolio Windows



AKCIS Alaska Career Information System

Hide

AK Site Type 1

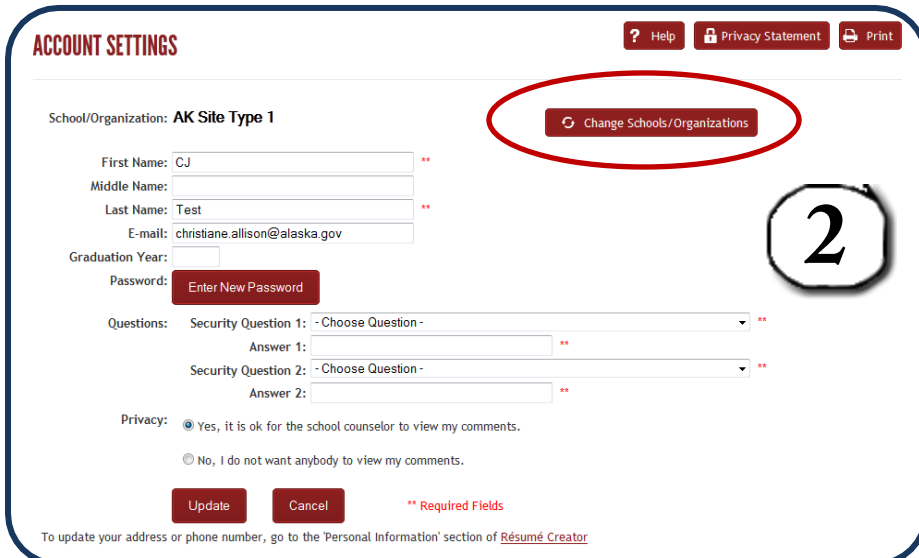
Text Only Version

CJ 0 Messages Log Out

Account Settings

Share My Portfolio

Assessments Occupations Education Employment My Portfolio



ACCOUNT SETTINGS

Help Privacy Statement Print

School/Organization: AK Site Type 1

Change Schools/Organizations

First Name: CJ

Middle Name:

Last Name: Test

E-mail: christiane.allison@alaska.gov

Graduation Year:

Password: Enter New Password

Questions: Security Question 1: - Choose Question -

Answer 1:

Security Question 2: - Choose Question -

Answer 2:

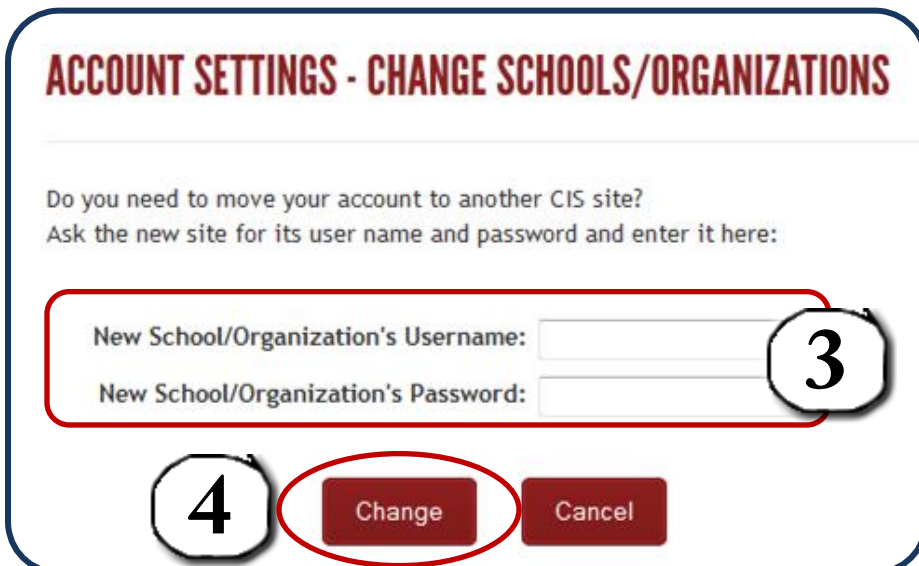
Privacy: ☒ Yes, it is ok for the school counselor to view my comments.

☐ No, I do not want anybody to view my comments.

Update Cancel

** Required Fields

To update your address or phone number, go to the 'Personal Information' section of [Résumé Creator](#)



ACCOUNT SETTINGS - CHANGE SCHOOLS/ORGANIZATIONS

Do you need to move your account to another CIS site?

Ask the new site for its user name and password and enter it here:

New School/Organization's Username:

New School/Organization's Password:

Change Cancel

Transferring Your Portfolio

You must first log in using your **Portfolio** username and password.

1. Hover your mouse over **your name** displayed in the upper right corner of the home page. Then click **Account Settings**, located below your name in the drop down menu.

2. Click the **Change Schools/Organizations** button.

3. Type the new site's general student **username and password** in the text boxes displayed. *You will need to get this information from a counselor or teacher at the new site.*

4. Click the **Change** button.

Note: After you transfer your Portfolio to a new site, you will continue accessing your portfolio with your current username and password. All of your saved information will move and be stored at your new site.